



## **STAFF REPORT TO COUNCIL**

**Report No: PW-2021-15**

**July 26, 2021**

From: Tara Clayton, Director of Public Works

RE: Automatic Vehicle Locator (AVL) Solution - Fleet Tracking System Update

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### **Recommended Motion:**

THAT the Council of the Township of North Glengarry accept the joint proposal from DiCAN Inc. to provide Automatic Vehicle Locator services; and

FURTHERMORE, Council approves the upfront costs in the amount of \$24,000 to be funded through reserves.

### **Background / Analysis:**

The Township currently uses an AVL system to monitor the fleet activities and to resolve claims and complaints with respect to operations, such as speeding, vehicle location, snowplow route status. However, the current system is not a real-time system and there have been issues with inconsistent service causing data gaps. The information is downloaded at the works yard and thus the data gaps are not realized until after the fact. The Township business needs require a real-time system to ensure staff can respond to residents' complaints in a timely manner and to improve operational efficiencies.

A vehicle equipped with an AVL can provide the location and speed at any given time to be viewed live in real time or as a historical report. In addition to the basic information, winter maintenance vehicles, when equipped with additional hardware, can record information such as plow and wing position, application rates, spreader status, air and road temperature. This detailed operational information is invaluable when responding to a claim where the Township is accused of being at fault or failing to maintain the road network in accordance with the minimum maintenance standards. These electronic records have been successfully used in the past to aide in dismissal of such claims.

The proposal provided a complete Automatic Vehicle Locator (AVL) solution that will provide real time monitoring capabilities and historical mobile asset tracking. The information is used by staff to monitor productivity, resolve complaints, provide winter maintenance management and key information for resolution of claims that arise throughout the year due to incidents where the Township is named as at fault.

Migration of services/data from the existing provider to a new online portal is provided as part of the service, along with training, ongoing support for the product, supply, installation and commissioning of new hardware as required.

The procurement for the AVL services was done with a request for proposal (RFP) where proponents were invited to respond to a general document. Proponents were asked to identify how their solution meets the minimum requirements of the RFP as well as identify value-added features. The RFP was advertised on Biddingo, the County's electronic procurement portal. Two proposals were received in response to the RFP: DiCAN Inc. and Air Automotive Tracking Inc. (AAT). The submissions were evaluated on the criteria noted below in Table 1.

**Table 1: Proposal Evaluation Criteria**

<b>Category</b>	<b>Points Available</b>
Contractor Experience with similar projects	30
Project Team Qualifications	10
Understanding of Objectives, Approach and Methodology	30
Financial (separate pdf)	30
<b>Total Available Points</b>	<b>100</b>

This was a joint procurement initiative, so the review committee included staff from the County, North Glengarry and South Stormont. Once the basic requirements of the proposal were evaluated, the review committee asked each proponent to provide clarification for the value-added features, and final costs were derived.

The final combined negotiated costs ranged from approximately \$165,000 to \$167,000. The final costs included the annual subscription fee, a one-time setup fee and equipment with installation costs (financials noted in Table 2). DiCAN Inc. received the highest score.

**Alternatives:**

There are two options as noted below:

1. Award to DiCAN (recommended) as DiCAN provided the committee with a strong proposal that demonstrated an ability to deliver this critical service.
2. Not award the proposal. This option is not recommended as the current system that the Township has does not meet our needs and requires an update this year

**Financial Implications:**

The expense associated with this project is directly related to the size of the fleet being monitored. There are two parts to this contract: one time installation costs for hardware and sensors and the annual subscription fees for the equipment being monitored.

The annual subscription costs are predictable and has led to standardized pricing across the county. Going forward all participants will pay either \$24 or \$ 35 per vehicle per month respectively, whether it is the "basic" package or the full "winter maintenance" monitoring. The costs are on a month-to-month basis and there is no fixed term:

however, due to the investment in required hardware staff intend to remain with this service provider for the duration of at least 5 years, prior to going back to market to evaluate potential alternatives or new solutions. The annual subscription costs listed in Table 2 are upset costs as there is the potential for savings by placing selected units into a standby mode in the off season.

The hardware and installation costs which make up the total pricing are detailed in Table 2 below. These costs are preliminary estimates and are expected to change based on the condition of the existing equipment and the ability to re-use certain components.

**Table 2 Cost Breakdown**

<b>North Glengarry</b>	
(* subject to change based on condition of existing equipment and need for additional or new sensors)	
Annual Cost	\$15,600
Hardware and installation*	\$23,650
<b>Total</b>	<b>\$39,250</b>

The Township 2021 budget identified the AVL update and allocated \$30,000 for the annual cost, which is adequate to cover this year's annual cost. The hardware and installation costs, \$23,650 will have to be pulled from reserves to cover the upfront costs of the new system.

**Others Consulted:**

Michel Cuerrier, Manager of Transportation  
Kim Goyette, Director of Finance/Treasurer

Sarah Huskinson, CAO/Clerk